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Approved For Release 2001/04/10 : CIA-RDP80-01370R000200130017-8

CONFIDENTIAL

4 NOV 1958

MEMORANDUM FOR: Chief, Machine Records Division
Chief, Finance Division

SUBJECT : Implementation of Procedures Outlined
in Comptroller Instruction No. 65

REFERENCE : Comptroller Instruction No. 65, dated
22 September 1958

1. This is to advise that effective 1 November 1958, all documents representing shipments of materiel to activities located in the WH area are to be processed in accordance with the procedures outlined in the referenced Comptroller Instruction. Such documents will be properly coded by the Office of Logistics, Supply Division, Depot Stock Control Section.

2. Attached for your information and use are five (5) copies of the Transaction and Analysis Codes currently used at headquarters for coding property transactions.

3. It is intended that the procedures outlined in referenced Comptroller Instruction will be implemented for all area divisions by 1 July 1959. You will be advised prior to the date of implementation as to the date such procedures are to be implemented in each of the area divisions.

25X1A9a

Acting Comptroller

Attachments:

TAS/LLM/mla(31 Oct.1958)

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